Montana Consortium/ OPI
Paraprofessional Standards and Competency Checklist

Attached is a Competency/ Standards Checklist for use with paraprofessionals. This competency list is designed to assist in meeting the criteria for ESEA requirements for Paraprofessionals from the *No Child Left Behind Act*, and Individuals with Disabilities Educational Act (IDEA 2004).

❖ The attached standards may be used as a portfolio/ competency checklist by paraprofessionals. Paraprofessionals may keep a portfolio of information that demonstrates that the paraprofessional has met the standards. This can be demonstrated through participation in a class, interview with the paraprofessional, or demonstration by the paraprofessional of those competencies and/or portfolio.

❖ The supervisor is responsible to verify that the paraprofessional has met the standard. Some kind of verification should be included in the paraprofessional portfolio to verify that the paraprofessional has met each standard.

❖ Ongoing professional development is recommended to assist existing paraprofessionals to meet the standards attached.

❖ Administrators/supervisors may use the competency checklist as a hiring and/or evaluation tool and motivator for professional development.

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Employee Name: _____ **Work Location:** _____

Job Title: _____**Date:**_____

Standard 1: To DEMONSTRATE KNOWLEDGE IN THE AREAS OF READING, WRITING AND MATH, paraprofessional demonstrates the following knowledge and skill competencies.

	Yes	No	Initial/Date	Verification
Competencies				
Competencies				
K1 Individual proficiency in basic reading				
K2 Individual proficiency in basic writing				
K2 Individual proficiency in basic math				

Assessment tools to meet this standard:

A side-by-side comparison of a variety of assessment tools is available on the CSPD website.

www.opi.state.mt.us/cspd then go to Paraprofessional Resources.

Assessments MUST meet the following requirements:

- **Must be able to measure**
    - **Knowledge of and**
    - **ability to assist in instructing in areas of reading, writing, and math or readiness**
- **Need not be "paper & pencil test"**
- **Must be valid, reliable, documented**
- **Not just basic competencies**
- **Rigor: equivalent to *second year of college***

Note:

- ◆ **No state (OPI) mandated assessment.**
- ◆ **Local district decision on which academic assessment(s) to select for use with paraprofessionals**

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Standard 2: To SERVE AS MEMBERS OF PROGRAM IMPLEMENTATION TEAMS, paraprofessional demonstrates the following knowledge and skill competencies.

	Yes	No	Initial/Date	Verification
Competencies				
K1 Understand the value of team approach to the delivery of education and related services for learners and their families				
K2 Understand Federal, State, and district/agency policies, regulations and practices connected with paraprofessionals employment, roles, supervision and preparation				
K3 Understand the distinctions in the roles and responsibilities of teachers/ providers, families, paraprofessionals and other team members in identifying learner needs, developing plans to meet learner needs, and implementing programs to achieve learner goals				
K4 Awareness of problem-solving and decision making strategies that strengthen program planning teams and program implementation teams				
Skill Competencies				
S1 Follow teacher/ provider instructions and carry out team decisions				
S2 Interact constructively with and demonstrate respect for learners, families, and other school/agency personnel				
S3 Contribute relevant objective information to teachers/ providers to facilitate planning, problem solving decision making, and engage in flexible thinking.				
S4 Participate in program planning team meetings, i.e. school-wide planning meetings, school improvement plans				
S5 Demonstrate sensitivity to diversity in cultural heritages, lifestyles, and value systems among children, youth, and families (recognition of Indian Education for ALL).				

Training Opportunities to meet this standard:

- ❖ **COTOP ACADEMY: Instructional Teamwork (K1, K3, S1, S2, S4)**
- ❖ **COTOP ACADEMY: Orientation to Special Education (K2)**
- ❖ **COTOP ACADEMY: Interpersonal Skills (K1, K4, S2, S3, S4)**
- ❖ **COTOP ACADEMY: Personal Growth and Development (K4, S1, S2, S3)**
- ❖ *OPI Resource Guide for Administrators, Educators and Paraprofessionals:*
   (K1, K2, K3, K4, S1, S2, S3)
- ❖ **Paraprofessional Orientation Manual and CD (Awareness only)**

Notes: _____

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Standards modified from National Resource Center for Paraprofessionals in Education and Related Services,
Anna Lou Pickett & CEC Standards for Paraprofessionals
COTOP ACADEMIES: *Developed by PARA2 Center at University of Colorado- Denver. Trainings are available through CSPD Regions.*
ER&D: Educational Research and Dissemination program. Trainings available through MEA/MFT.
   PASS: Paraprofessionals Achieving Standards Successfully
Revised 10/2/06

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Employee Name:_____**Work Location:** _____

Job Title: _____**Date:**_____

Standard 3: To assist teachers/ providers in MAINTAINING LEARNER- CENTERED, SUPPORTIVE ENVIRONMENT, paraprofessional demonstrates the following knowledge and skills.

	Yes	No	Initial/Date	Verification
Knowledge Competencies				
K1 Awareness of basic procedures for protecting the safety, health and well-being of learners and staff				
K2 Awareness of laws, policies and procedures for reporting suspected physical, sexual and psychological child abuse				
K3 Awareness of procedures for managing behavior and disciplining all children and youth				
Skill Competencies				
S1 Implement proactive behavior and learning strategies developed by teachers/ providers that maintain supportive and inclusive learning environments				
S2 Follow and use prescribed district/ agency polices and procedures to ensure the safety, health, and well being of learners and staff				
S3 Use universal health precautions for preventing illness and infections and proper body mechanics for lifting learners and heavy objects				
S4 Perform emergency first aid and CPR procedures				

Training Opportunities to meet this standard:

- ❖ **COTOP ACADEMY: Instructional Teamwork (K3. S1)**
- ❖ **COTOP ACADEMY: Orientation to Special Education (K1, K2, S2, S3)**
- ❖ **COTOP ACADEMY: Behavior Management (K3, S1)**
- ❖ **COTOP ACADEMY: Instructional Strategies (S1)**
- ❖ **COTOP ACADEMY: Student Supervision (K1, K3, S1, S2, S3, S4)**
- ❖ **First Aid/ CPR- (S4)**
- ❖ *OPI Resource Guide for Administrators, Educators and Paraprofessionals:* **(K1, K2, S1, S2, S3, S4)**
- ❖ **Paraprofessional Orientation Manual and CD (Awareness only)**

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Paraprofessional Standards and Competency Checklist

Employee Name: _____ **Work Location:** _____

Job Title: _____ **Date:** _____

Standard 4: To assist teachers/ providers with PLANNING AND ORGANIZING LEARNING EXPERIENCES AND ENVIRONMENTS, paraprofessional demonstrates the following knowledge and skills.

	Yes	No	Initial/Date	Verification
Knowledge Competencies				
K1 Plan for smooth transitions between activities and environments				
K2 Understanding the distinctions in an Individualized Education Program (IEP) teacher/provider and paraprofessionals roles in developing curriculum content, learning strategies, and modifying learning programs to meet the needs of individual and groups of children and youth				
Skill Competencies				
S1 Use copy machines, computers and other equipment to prepare learning materials and resources				
S2 Use adaptive equipment and assistive technology prescribed by teachers/ providers and other professional practitioners				
S3 Record relevant information about learners using graphs and charts to assist in the learning process (i.e.. reading, writing, math)				
S4 Assist teachers/ providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds. (i.e. reading, writing, math)				

Training Opportunities to meet this standard:
- ❖ **COTOP ACADEMY: Instructional Teamwork (K2)**
- ❖ **COTOP ACADEMY: Instructional Technology (S1, S2, S3)**
- ❖ **COTOP ACADEMY: Instructional Strategies (K1, K2, S3, S4)**
- ❖ **COTOP ACADEMY: Interpersonal Skills (K1, K2)**
- ❖ **COTOP ACADEMY: Student Supervision (K1)**
- ❖ *OPI Resource Guide for Administrators, Educators and Paraprofessionals:* **(K1, K2, S3, S4)**
    - •*Paraprofessional Orientation Manual and CD*
- ❖ **ER&D (PASS): Beginning Reading Instruction (S3, S4)**
- ❖ **ER&D (PASS): Thinking Math (S3, S4)**
- ❖ **ER&D (PASS): Foundation and Effective Teaching (K1, S3)**
- ❖ **Paraprofessional Orientation Manual and CD (Awareness only)**

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Employee Name: _____ **Work Location:** _____

Job Title: _____ **Date:** _____

Standard 5: To assist teachers/ providers in ENGAGING CHILDREN AND YOUTH IN LEARNING EXPERIENCES, paraprofessional demonstrates the following knowledge and skill competencies.

	Yes	No	Initial/Date	Verification
Knowledge Competencies				
K1 Awareness of different methods that are used by teachers/ providers to accommodate an individual's learning needs (e.g. reading, writing and math)				
K2 Awareness of developmentally and age-appropriate reinforcement techniques to facilitate the learning of children and youth with different needs (reading, writing, math)				
Skills Competencies				
S1 Develop and maintain effective interaction with a wide diversity of learners				
S2 Carry out teacher/ provider-developed proactive behavioral strategies				
S3 Use developmentally- and age-appropriate strategies, equipment, materials and technologies as directed by teacher/ provider				
S4 Use teacher/ provider-developed positive behavioral and instructional strategies and procedures that facilitate the learning of children and youth with challenging behaviors and diverse learning styles				
S5 Use computers and other instructional technology in a purposeful manner to assist instruction and facilitate learning in areas of reading, writing and math				
S6 Use strategies as directed to facilitate effective integration into various settings (e.g. libraries, computer labs, lunchrooms, playgrounds and buses)				
S7 Follow and carry out teacher/provider plans for strengthening academic skills (reading, writing, math) for school-age learners				

Training Opportunities to meet this standard:
- ❖ **COTOP ACADEMY: Instructional Strategies (K1, K2, S1, S4, S7)**
- ❖ **COTOP ACADEMY: Behavior Management (S1, S2, S3, S4)**
- ❖ **COTOP ACADEMY: Instructional Technology (S5)**
- ❖ **COTOP ACADEMY: Student Supervision (S1, S6)**
- ❖ *OPI Resource Guide for Administrators, Educators and Paraprofessionals:* **(K1, K2, S1, S2, S3, S4)**
- ❖ **ER&D (PASS): Beginning Reading Instruction (K1, K2, S3, S5, S7)**
- ❖ **ER&D (PASS): Thinking Math I (K1, K2, S3 S7)**
- ❖ **ER&D (PASS): Foundations In Effective Learning (K1, K2, S3, S4)**
- ❖ **Paraprofessional Orientation Manual and CD (Awareness only)**

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Employee Name:_____ **Work Location:** _____
Job Title: _____ **Date:**_____

Standard 6: To assist teachers/ providers with ASSESSING LEARNER NEEDS, PROGRESS AND ACHIEVEMENTS, paraprofessionals demonstrate the following knowledge and skill competencies.

	Yes	No	Initial/Date	Verification
Knowledge Competencies				
K1 Awareness of different kinds of assessment based on student's needs				
K2 Awareness of the reasons for conducting different types of evaluations and assessments (standardized, informal, criterion-referenced) to assess learners strengths and needs in areas of reading, writing and math				
Skill Competencies				
S1 Use assessment instruments developed by teachers/ providers to document and maintain data. (reading, writing, math, behavior management programs)				
S2 Under the direction of teacher, assists with administration of standardized tests based on State/district/agency policies, the protocol for conducting the test, and the paraprofessional's qualifications for carrying out the task				

Training Opportunities to meet this standard:
- ❖ **COTOP ACADEMY: Instructional Technology (K1)**
- ❖ **COTOP ACADEMY: Orientation to Special Education (K1)**
- ❖ *OPI Resource Guide for Administrators, Educators and Paraprofessionals:* **(K1)**
- ❖ **ER&D (PASS): Beginning Reading Instruction (K1, S1)**
- ❖ **ER&D (PASS): Thinking Math I (K1, S1)**
- ❖ **ER&D (PASS): Foundation of Effective Teaching (K1, S1)**
- ❖ **Paraprofessional Orientation Manual and CD (Awareness only)**

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Job Title: _____Date:_____

Standard 7: To MEET STANDARDS OF PROFESSIONAL AND ETHICAL CONDUCT, paraprofessionals demonstrate the following knowledge and skill competencies.

	Yes	No	Initial/Date	Verification
Knowledge Competencies				
K1 Understanding of the civil, legal, and human rights of children, youth and their families (i.e. safe schools, confidentiality, FERPA)				
K2 Awareness of state and district standards for professional and ethical conduct for all personnel				
K3 Awareness of chain of command for decision making and addressing policy questions, systems issues, and personnel practices				
K4 Awareness of and sensitivity to diversity and individual differences among learners, their families and school/agency personnel including culture, religion, gender, and sexual orientation of individual students				
Skill Competencies				
S1 Perform assigned tasks under the supervision of teachers/ providers in a manner consistent with professional and ethical guidelines established by the State or district/agency				
S2 Willingness to participate in professional and career development opportunities				
S3 Confer with principal/evaluator or supervising teachers/providers in a manner consistent with professional and ethical guidelines established by the State or district/agency				
S4 Maintain a high level of competence by participating in professional development and/or career development opportunities				

Training Opportunities to meet this standard:
- ❖ **COTOP ACADEMY: Orientation to Special Education (K1, K2, K3, K4)**
- ❖ **COTOP ACADEMY: Personal Growth and Development (S2, S3, S4)**
- ❖ **COTOP ACADEMY: Instructional Teamwork (S1, S2, S3)**
- ❖ *OPI Resource Guide for Administrators, Educators and Paraprofessionals:* **(K1, K2, K3, K4, S1, S2, S3)**
- ❖ **Paraprofessional Orientation Manual and CD (Awareness only)**

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